

**MINUTES OF THE TECHNOLOGY ADVISORY COMMITTEE  
FOR THE CITY OF COLUMBUS  
May 11, 2006 Meeting**

A meeting of the Technology Advisory Committee (TAC) for the City of Columbus was held on May 11, 2006, at 10:05 a.m. at City Hall.

**COMMITTEE MEMBER ATTENDANCE:** The following attendance constituted a quorum:

TAC Member	Appointed By	Term Exp.12/31	Present		TAC Member	Appointed By	Term Exp.12/31	Present	
			Y	N				Y	N
Mark Farr	Mayor	2008	X		Oakel Hardy	Mayor	2009	X	
Mike Jamerson	City Council	2009	X		Mark McHolland	City Council	2007		X
Georgia Miller	City Council	2008	X		Chris Price	Mayor	2008	X	
Tim Tarnowski	Mayor	2010	X		Jim Hartsook	Ad-Hoc		X	

**GUESTS:** Kent Anderson Columbus Area Metro Planning Organization Director

**MINUTES:**

- **Meeting was called to order at 10:05 AM May 11, 2006 by Chairman Tarnowski**
  - Roll call of the members was taken with all members present except Mark McHolland
- **Minutes of the prior meeting were reviewed. Motion was made by Mike Jamerson and seconded by Oakel Hardy to approve as written. Vote was unanimous.**
- **With permission of the members, Columbus Area Metropolitan Planning Director – Kent Anderson updated the Committee on Indiana Department of Transportation initiatives that may be of value to the future work of the Committee. Mr. Anderson agreed to keep Members informed of upcoming opportunities via email.**
- **Conduit RFP discussion:**
  - Chairman Tarnowski took the Committee through a page by page review of the proposed RFP.
  - There was a lengthy discussion about the RFP with a number of changes suggested and discussed by members. Those items included, but were not limited to:
    1. Clarification requested concerning location of hand holds
    2. Who is to monitor the project. It was decided the City Engineer or knowledgeable designee would do the monitoring.
    3. Proposal to allow alternate bids by vendors was approved by consensus.

4. It was noted that the mile stone dates in Figure 4.1 needed to be added
5. How long to allow vendors to respond to the RFP was discussed. InfoComm had suggested two weeks, Committee decided to allow three weeks
6. It was suggested that we add review and analysis dates to the RFP mile stone dates and drop the bid award date.
7. It was requested that InfoComm present the Committee with a side by side analysis of the vendor proposals.
8. Add to the RFP that bid amounts must be good for 90 days.
9. Committee approved giving the modified RFP to the City Engineer for addition of boiler plate and required City bid forms.
10. Motion was made by Georgia Miller and seconded by Oakel Hardy to accept the RFP as modified. Clarification was asked of Miller and Hardy if their intent was for this to be the final review of the RFP. Miller and Hardy responded in the affirmative. Motion was accepted unanimously.

#### **Action Items:**

1. Chairman Tarnowski to communicate requested changes and clarifications to InfoComm
2. Hardy to provide the City Engineer with the modified RFP for his review and additions
3. Oakel Hardy agreed to email the group an outline of how the bid process works in the City

#### **• Review of InfoComm proposed contracts:**

- InfoComm provided the Committee with four proposed contracts. Contract for bid analysis, contract for developing Fiber to Curb RFP, contract for Governance/Business Plan research and a contingency type contract. Several common themes ran through the discussion of the proposals:
  1. For the bid analysis contract, it was requested that we add specifically that we want InfoComm to facilitate our understanding of the bids.
  2. For the WI-FI contract, add that InfoComm seek input from such groups as the local Young Professionals.
  3. It was suggested that Oakel Hardy should inform InfoComm of the City's new WI-FI at Hamilton Center/Lincoln Park so that it could be fit into the overall plan.
  4. For the Governance contract, add to the deliverables that InfoComm facilitate the establishment of our policies and procedures.
  5. In general, there was a concern that the Committee gets enough "face time" with InfoComm. Committee did not feel that being presented with a group of alternatives with no additional help was not the best use of the time and resources available. It was agreed to request additional help and have the contracts re-priced to reflect the additional time.

6. It was suggested by Chris Price that a sub-committee be appointed to monitor progress with InfoComm on a weekly basis. Mr. Price and Mr. Tarnowski had done this for the Committee during past projects and it had worked well.
7. It was noted that InfoComm needed to add signature pages to the contracts
8. Committee agreed to accept three modified contracts and drop the contingency type contract.

**Action Items:**

1. Chairman Tarnowski to communicate requested changes to InfoComm
2. Oakel Hardy to take modified contracts to City Attorney for legal review and presentation to Board of Works.

**City Web Site:**

- Chairman Tarnowski discussed with the Committee what they would like to see posted on the City Web site for TAC. It was agreed the following items such be included/excluded:
  1. Meeting minutes
  2. RFP's after they are issued
  3. Committee's Strategic Plan
  4. Members names and email addresses only
  5. Excluded items were any analysis of bids and any group working documents.
  6. Chairman Tarnowski advised that he would submit items to TLS for addition to the City Web site for pricing. Oakel Hardy would have to agree to the costs since they were being paid from his budget
  7. Chairman Tarnowski suggested that members view the West Lafayette web site for possible ideas for our web site at [www.lwltoc.org](http://www.lwltoc.org)

**Action Item:**

1. Committee will need to remember that due to State Open Meeting Laws that notice of a closed executive session must be publicly posted for some period (will check with City Attorney on the time period) prior to the meeting.

**ILIGHT2(sp) Discussion:**

- Mark Farr and Tim Tarnowski advised the Committee they had a discussion with Marian Chitwood of the IU Bloomington campus concerning potential use or synergies that could be developed between the ILIGHT2(sp) project and the City's project. It appears there may be some timing and location issues, however, opportunities will continue to be explored.

**Action Item:**

1. Chairman Tarnowski and Oakel Hardy to get Committee's request for funds proposal on the City Council agenda

**FUTURE AGENDA ITEMS:**

1. Maintenance of conduit system
2. Budget
3. Conference calls with other Cities
4. Have vendors in to discuss what their future plans are for Columbus

Chairman Tarnowski advised the Committee that he would not be at the next scheduled meeting due to an upcoming trip to China. Georgia Miller advised she would prefer to have the Chairman present for any discussion of the budget. The Committee agreed to change its next meeting to June 22 at 10 AM.

With no further business, the meeting was adjourned 11:35 AM.

Respectfully submitted by: Oakel Hardy on June 21, 2006